

OPPPM MEMORANDUM NO. 20-46-3

15 January 1981

Official Record Copy
Office of Personnel

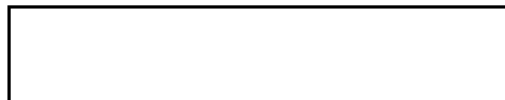
OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT : Residence and Dependency Report, Form 61

RESCISSION: OPM 20-46-2, dtd 23 Feb 73

1. The Residence and Dependency Report, Form 61, is completed by all staff personnel when they enter on duty. It contains personal data which is invaluable in handling employee emergencies, especially when the employee is assigned away from the Headquarters area.

2. In order to ensure up-to-date residence and dependency information, component Administrative or Personnel Officers are requested to forward a completed current Form 61 to the File Room, Office of Personnel Policy, Planning, and Management, 5E13, Hqs., for each staff employee who is departing for assignment outside the Headquarters area and again upon the employee's return. Form 61 should be completed similarly for contract employees, career associates, and staff agents and forwarded to the Contract Personnel Division, Office of Personnel Policy, Planning, and Management, 5E65, Hqs.



Harry E. Fitzwater
Director of Personnel
Policy, Planning, and Management

STAT

OPPPM 2-81